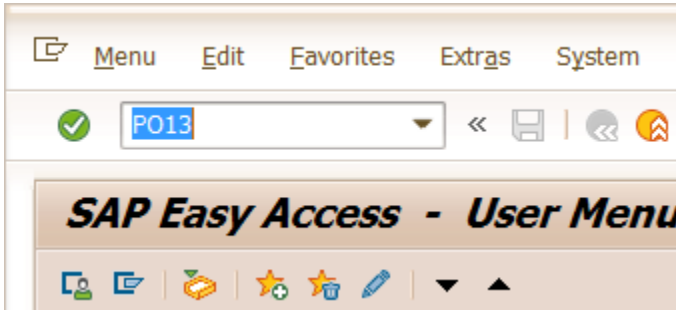




Maintaining IT1028 on Position - Instructions



1. Enter the tcode PO13 (Maintain Position) into the menu bar on the SAP Easy Access screen. Click the green check mark. ✓



2. Enter the position number in the "Position" field and press the Enter key to populate the information.

Maintain Position

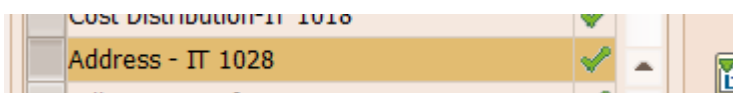
Plan version: Current plan
Position: 31002853
Abbr.: 93650V111216

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..
Object - IT 1000	✓
Relationships - IT 1001	✓
Description - IT 1002	✓
Planned Comp - IT 1005	✓
Vacancy - IT 1007	✓
Acct. Assignment -IT 1008	✓
Emp Grp/SubGrp - IT 1013	✓
Cost Distribution-IT 1018	✓
Address - IT 1028	✓
Adl Position Info-IT 9101	✓

Time period
From 01/01/1800 to 12/31/9999
All
Select.

3. Select the InfoType "Address – IT 1028".



4. Select the Copy button to Maintain the current address stored on IT1028:



OR

Select the Create button to Create a record on IT1028:



5. Enter the Start Date and maintain or enter the work address.


Please note that the “street” field is only used if the whole address does not fit in the “House no/street” field.
“Address suppl.” and “House number” fields are not utilized.

The screenshot shows a form for IT1028. At the top, there are fields for Position (93650V111216, Personnel Program Consultant), Planning Status (Active), and Validity (02/01/2017 to 12/31/9999). A 'Change Information' button is on the right. Below this is a section titled 'Address - IT 1028' with a 'Subtype' dropdown set to 'Main address' and 'Record 1 of 2'. The address fields include: 'Address suppl.' (redacted with a red line), 'House no/street' (101 Airport Road), 'House number' (marked with a red X), 'Street' (2nd Floor), 'PCode/City' (40601, Frankfort), 'Country' (USA), and 'Region' (KY, Kentucky). At the bottom, there are fields for 'Telephone no.', 'Fax number', and 'Distance in km.'.

Select the Save button:



The screenshot shows a dialog box titled 'Address-IT1028 Create'. It contains a question mark icon and the text: 'Previous record will be delimited at end. Do you want to save?'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel' (marked with a red X).

If you are maintaining () the IT a warning message will be presented informing you “previous record will be delimited at end”. Click “Yes” to save or “No” to cancel.

Once saved, you can now go back in to the Infotype and verify your changes were made.